

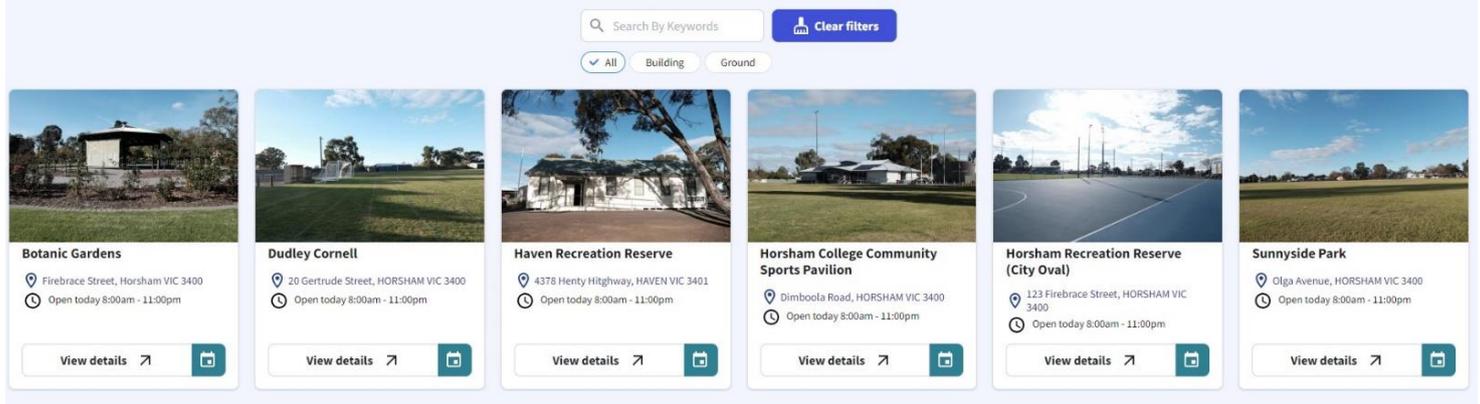
## How to make a booking

Welcome to learning How to Make a Booking!

When you first come onto the page it will show you a display of all of our bookable spaces, like:

- Botanical Gardens
- Dudley Cornell Park
- Haven Recreation Reserve
- Horsham College Community Sports Pavilion
- Horsham Recreation Reserve (City Oval)
- Sunnyside Park

### Make a booking request



1. Select the building or ground you would like to book and click on the more details button. For example, the Horsham College Community Sports Pavilion
2. It will open to a new page that shows you a description of the building and other assets that can be booked

#### Horsham College Community Sports Pavilion

Dimboola Road, HORSHAM VIC 3400



#### Description

The Horsham College Community Sports Pavilion has a large pavilion suitable to sporting and community groups as well as casual hire and includes a large communal area, kitchen, toilets, change rooms and storage areas. The Oval has cricket nets, a synthetic cricket wicket and aff posts.

The facility is suitable for wedding receptions, parties and celebrations, meetings and community or sporting group use.

#### Available to book

<a href="#">Details</a> Cricket Nets	<a href="#">Request booking</a>
<a href="#">Details</a> Horsham College Community Sports Pavilion	<a href="#">Request booking</a>
<a href="#">Details</a> Oval	<a href="#">Request booking</a>
<a href="#">Details</a> Pavilion	<a href="#">Request booking</a>

## How to make a booking

3. When you feel you're ready to make a booking for the venue click the 'Make A Booking' button in the top right corner
4. Now you have to select what parts of the venue you will be using. For example I want to use the space for a Party or a meeting, Select the Pavilion or for Sports training I'd select the Oval and/or Cricket Nets

### Booking details

1 Select the venue ——— 2 Select the date and time ——— 3 Enter additional details

**Select multiple**

Filter by activity: ▼ All Archery Athletics Auskick Baseball Basketball Bocce  
Bowls Cricket Croquet Cycling Dancing Dog Club/Training Fitness Football  
Golf Hockey Lacrosse Miscellaneous Netball Rugby League Rugby Union  
School Snooker Soccer Swimming Table tennis Tennis

Cricket Nets  
Horsham College Community Sports Pavilion > Select

Horsham College Community Sports Pavilion > Select

Oval  
Horsham College Community Sports Pavilion > Select

Pavilion  
Horsham College Community Sports Pavilion > Select

5. If you only want the Pavilion then you would click the 'Select' button against that asset but if you wanted the Oval and the Cricket Nets first hit the '**Multiple**' Button in the top left, this will allow you to make your booking for multiple assets in one go or you will have to do them individually.

*If selected multiple assets - A button underneath the assets will display 'Continue with Selected', click the button once you have selected*

*If just want the one asset you will be taken to Step 6 immediately.*

6. Now it's time to select your date. You can scroll through the calendar until you find your desired date. *(image below)*

## How to make a booking

### Booking details

Select the venue

2

Select the date and time

3

Enter additional details

Cricket Nets  
Horsham College Community Sports Pavilion

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Oval  
Horsham College Community Sports Pavilion

Select a date

August 2024							September 2024						
Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su
			±	±	±	±							1
5	6	7	8	9	10	11	2	3	4	5	6	7	8
12	13	14	15	16	17	18	9	10	11	12	13	14	15
19	20	21	22	23	24	25	16	17	18	19	20	21	22
26	27	28	29	30	31		23	24	25	26	27	28	29
							30						

7. Once a date has been selected, you will need to pick a time.

### Booking details

Select the venue

2 Select the date and time

3 Enter additional details

Cricket Nets  
Horsham College Community Sports Pavilion

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Oval  
Horsham College Community Sports Pavilion

Select a date

14 Oct, 2024

Then

Select start and end time

4:00 PM - 6:00 PM

[Continue](#)

Or

Choose a time slot based on booking length

0.5 hours (30 minutes)

Available  Booked

None

## How to make a booking

- Once you have chosen a time hit the continue button
- Now you need to fill in the additional details such as:  
Booking Description \*mandatory\*  
Number attending  
*If an oval, nets or courts are hired they will ask - Activity/Sport, what sport is being conducted*  
Recurring event – This booking will happen every week for 6 months etc. This is typically what our Sports hires will select for training or games. If a Casual Hire and only need that space for that day or week, then ignore that button.

### Booking details

Select the venue	Select the date and time	<b>3</b> Enter additional details
<b>Venue</b>	Horsham College Community Sports Pavilion - Cricket Nets Horsham College Community Sports Pavilion - Oval	
<b>Date</b>	14 October 2024	
<b>Time</b>	4:00pm - 6:00pm	
<b>Booking description*</b>	<input type="text"/>	
<b>Number attending</b>	Cricket Nets - attending <input type="text" value="0"/> Activity/sport <input type="text" value="Activity/sport"/>	
	Oval - attending <input type="text" value="0"/> Activity/sport <input type="text" value="Activity/sport"/>	
<b>Recurring event</b>	<input type="radio"/> No	
	<input type="button" value="Back"/>	<input type="button" value="+ Save booking and review"/>

- Then hit the 'Save booking and review' button.
- Once the button has been clicked, it will take you to a page where current hires may sign in or new hires may sign up.  
*New hires - You will need to fill in details such as:*
  - Your name or your group name e.g. Jane Doe or The Doe FNC
  - Fill in contact details – This is a mandatory field
  - You may decide if you would like to make an account or continue as a guest.
  - An account will have your email saved and a password sent to you
  - Guest means a user that accesses the computer on a limited or temporary basis.
  - Compliance documentation –
  - A Liquor License is needed if alcohol is going to be at a HRCC facility. You can apply for a temporary liquor license for your booking.
  - Read terms and conditions and tick at the bottom of the page
  - I'm not a robot – tick
  - Then click '**Make a Booking Request**' and click yes

## How to make a booking

- 11) Now your booking is complete and a staff member shall approve your booking shortly
12. If you already have an account please sign in. Once signed in follow Step 11, *1 through 12*.
13. Then a little notification will pop up saying the booking request submitted.

Thank you for making a booking request with us. A staff member will be in contact with you shortly